

MARCH 2022



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**DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT
WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)
TELEPHONE NUMBER: 601-359-3409
FAX NUMBER: 601-359-3910**



PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT

Janitorial Products

Featured Contract: Janitorial Products

Type: Negotiated Contract –The contract prices listed on the Price List Spreadsheets are the maximum that can be charged for those items. You can negotiate better prices from the vendors on contract.

Dates of Contract: February 1, 2022 – January 31, 2023

Price Lists, Product Labels, and Material Safety Data Sheets are published alongside their contracts on the DFA website. Any items not listed on state contract must be purchased following standard purchasing procedures.

Vendors on Contract: There are 23 vendors on contract and their contract numbers are listed here:

[http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/janitorial Products/](http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/janitorial-Products/)

Contract Spend 2021: \$1,033,766.80

Contract Analyst: Easter Haimur, Easter.Haimur@dfa.ms.gov

Cooperative Contract News

FLOOR COVERING

We are pleased to announce the OPTFM has adopted a new Cooperative Contract through NCPA. The contract is with Engineered Floors, LLC d/b/a J + J Flooring Group. The contract number 8200061409 is located on the Contract Board as well as the OPTFM Cooperative Contract web page.

The NCPA – Engineered Floors, LLC d/b/a J + J Flooring Group contract gives access to carpet tile, broadloom carpet, luxury vinyl tile, and Kinetex, a unique alternative to hard surface flooring. This contract was approved as another option for agencies to save money on floor covering not currently covered by our competitively bid contracts, and provides that the provisions may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of the sale specified. Services and installation are not included in this agreement.

Complete ordering instructions and information can be located on the information page of the contract or contact the vendor representative, George Taylor at George.Taylor@jjflooring.com 1-800-241-4586 x 57992 or (601) 317-9919. The Mississippi Contract Administrator is Belinda Russell. Her contact information is 601-359-5041 or Belinda.Russell@dfa.ms.gov.

Cooperative Contract News

MEDICAL SUPPLIES

We are pleased to announce the OPTFM has adopted a new Cooperative Contract through OMNIA Partners. The contract is with Henry Schein Inc. The contract number 8200062010 is located on the Contract Board as well as the OPTFM Cooperative Contract web page.

The OMNIA Partners – Henry Schein Inc. contract gives access to a complete portfolio of medical/surgical supplies. This contract was approved as another option for agencies to save money on medical/surgical supplies not currently covered by our competitively bid contracts, and provides that the provisions may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of the sale specified. Services and installation are not included in this agreement.

Ordering instructions and information can be located on the information page of the contract or contact the vendor representatives, Chris Lengle, account manager, chris.lengle@henryschein.com (717-877-9093) or Bradley Patterson, Director, brad.patterson@henryschein.com (630-636-9169 or 630-880-1311). The Mississippi Contract Administrator is Belinda Russell. Her contact information is 601-359-5041 or Belinda.Russell@dfa.ms.gov.

Vehicle Lifts



The OPTFM has extended the cooperative contracts with Mohawk Lifts LLC. and Snap-On Inc. for vehicle lifts through NASPO Value-Point.

These cooperative contracts can be viewed on our website at the following links:

https://www.ms.gov/dfa/contract_bid_search/Contract/Details/7827?AppId=1&Keyword=lift

https://www.ms.gov/dfa/contract_bid_search/Contract/Details/7826?AppId=1&Keyword=lift



Procurement Card

BUREAU OF MARKETING, TRAVEL AND CARD PROGRAM

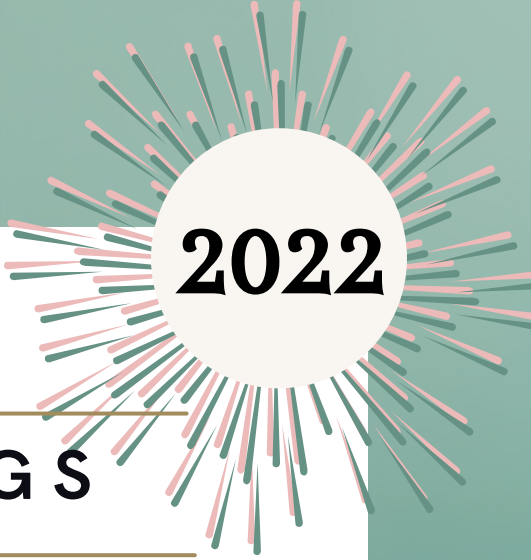
CONTACT

Yolanda Thurman

 601-359-3409

 Yolanda.Turman@dfa.ms.gov

Every month, each control account and each specific card account should receive a statement. Each statement should be reflective of all approved transactions throughout the month. Each transaction on the statement should have a matching itemized receipt with that month's statement. Periodically, each month's statement and transaction receipt file should include supporting documentation such as memos and quotes. The supporting documentation allows reviewers to gain insight on special transactions in case justification is necessary later. All statements itemized receipts, and supporting documentation should be on file at the entity in a central, yet secure location accessible to the program and alternate coordinator for 3 years. Please don't hesitate to contact Yolanda Thurman if a month's statement is not delivered via email at Yolanda.Turman@dfa.ms.gov



2022

PPRB MEETINGS

PPRB Meeting Date

JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022
JANUARY 2023

Submission Deadlines

DECEMBER 1, 2021
JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Alicia Adams

Belinda Russell

Bureau of Purchasing and Contracting

Michael Cook, Director

Demetra Hayes

James Brabston

Christopher Statham

LaShun Smith

Easter Hamiur

Kizzie Shorter

Shakrita Fields

Bureau of Marketing, Travel and Card Programs

Steve Tucker, Director

Candice Hay

Yolanda Thurman

Kajarius White

Deron Simpson

Bureau of Fleet Management

Ramona Jones, Director

Ashley Harrell

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